

# VISA PURCHASING CARD CARDHOLDER ACCOUNT SETUP FORM

(see instructions on the next page)

\_\_\_ New

To close an account or change information, email OMB (see instructions on next page).

Cardholder Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (16 digit #)

(Must complete for change or deletion)

## CLIENT INFORMATION

Client Name \_\_\_\_\_ No. \_\_\_\_\_  
State of North Dakota

## CARDHOLDER INFORMATION

Cardholder Name (24 characters)

Email \_\_\_\_\_

Name Line 2: (third embossed line=24 characters) (if this field is not completed, we will print Client Name on the Card)

Address Line 1: (35 characters)

Address Line 2: (35 characters)

City (23 characters)

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

For verification, enter the Name of the Unit that this cardholder points to: \_\_\_\_\_

## CARDHOLDER LIMITS

Monthly Credit Limit ( \$ ) \_\_\_\_\_

Single Purchase Limit ( \$ ) \_\_\_\_\_

\$ Limit Per Day ( \$ ) \_\_\_\_\_

Transactions Per Cycle (#) \_\_\_\_\_

MCC Group \_\_\_\_\_

☐

I (Include)

☐

E (exclude): **Check One**

## ACCOUNT ACCESS METHODS

Should a card be issued? \_\_\_ Yes \_\_\_ No (Elan Use: If "No", Order List of Account #'s)

Should a pin be issued?

\_\_\_ Yes

\_\_\_ No

Should checks be issued?

\_\_\_ Yes

\_\_\_ No

## REPORTING HIERARCHY INFORMATION

Company Level # 1	Level 2 #	Level 3#	Level 4#	Level 5#	Level 6#
70145					

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
(same person who signs Authorized Signer form)

Name of Person Completing Form \_\_\_\_\_ Phone \_\_\_\_\_

**Bank - do not input this information – for agency and OMB use only**

Bus Unit	Oper Unit	Fund Code	Dept ID	Class	Project	

## INSTRUCTIONS FOR COMPLETING THE CARDHOLDER ACCOUNT FORM

**FOR A NEW CARDHOLDER** – Check the “New” Option and complete the following:

**Client Name** – Name of company or organization

**Cardholder Name** – This should be an individual’s name. If you want to issue the card using a generic name (i.e. Marketing Dept.), then you need to complete a Generic Card Agreement (see your Elan Consultant), or Elan will issue the card number without a piece of plastic.

**Name Line 2** – This information will print on the face of the card directly under the Cardholder Name. Many organizations will use this line to print a department name, a tax ID number, or accounting information.

**Address Line 1, Address Line 2, City, State, Zip** – This is the address that Elan will use when mailing the Cardholder Statement. In addition, if the card is being mailed to the cardholder, this is the address that Elan will use.

**Home Phone** – Required for Fraud Detection purposes.  
Detection purposes.

**Business Phone** – Required for Fraud

**Monthly Credit Limit** – Required

**Single Purchase Limit** – Optional

**Authorization Per Day** – Optional

**Transactions Per Cycle** – Optional

**MCC Group, I or E** – Required (Contact OMB for MCC group for individual cardholders)

**Should card be Issued?** – Required

**Should a pin be issued?** – Required

**Should checks be issued?** – Required

**Reporting Hierarchy Information** – Elan needs the entire “hierarchy string” above the cardholder you are adding. Each hierarchy unit other than level 1 has been assigned a 5 digit number by you. Please enter each 5 digit number indicating the hierarchy unit above the cardholder you are adding. In addition, please indicate the name of the hierarchy endpoint unit above the cardholder you are adding.

**Authorized Signature** – A signature of any individual listed on the “Authorized Person” form is required (this is not the Cardholder’s Signature)

### **For agency and OMB use only**

**Accounting Code** – This is your internal accounting string, representative of where the transactions will be allocated.

**TO MAKE A CHANGE ON A CARDHOLDER ACCOUNT or CLOSE AN ACCOUNT** – send an email to OMB requesting a change and include the cardholder name, last eight digits of the cardholders account number, as well as an explanation of why the change is requested.

For closed accounts, after confirmation is received that an account has been closed, **destroy the card.**